

## PROOF OF ID – Examples

- ☐ Driver's License
- ☐ Birth Certificate \*
- ☐ Medicaid Card \*
- ☐ Passport with picture \*
- ☐ I-94 Card (Refugee) \*
- ☐ Migrant Card
- ☐ Military ID
- ☐ School ID
- ☐ Work ID
- ☐ Social Security Card \*
- ☐ Marriage License
- ☐ Pay Stub
- ☐ Voter Registration Card
- ☐ Hospital Discharge Papers (within 30 days) \*
- ☐ Credit or Bank Card

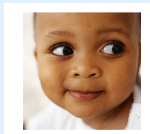


\* Also used for children

- ☐ Purple Infant WIC Card – signed by hospital staff
- ☐ Souvenir Birth Certificate – signed by hospital staff
- ☐ Paternity Papers
- ☐ Baptismal Certificate
- ☐ Infant Wrist Band from hospital within 30 days
- ☐ Worksheet for Infant's Birth Certificate

### Foster Child

- ☐ Foster Care papers or assignment verifying placement
- ☐ Verbal verification from case manager or placement agency



### Custody Issues

- ☐ Custody papers

### Child left in care of friends or relatives

- ☐ Guardianship papers
- ☐ Signed & dated note from parent or guardian giving guardianship to another person

### Children returning to care of parents

- ☐ Signed & dated note from guardian stating parents have custody back
- ☐ Letter or verbal notice from caseworker that child has been returned to parents

**NOT ACCEPTABLE** – Immunization records, Food Stamp EBT Card, Library Cards, Utility Bills, Mail with name on it

## PROOF OF ADDRESS - Examples

Something mailed to client/responsible party that is postmarked within last 30 days (including name & street address on envelope or mailed document).



- ☐ Postmarked envelope or postcard
- ☐ Document received (including name & street address) dated within last 30 days
- ☐ Utility bill, cable bill, ADC check, current lease, property tax statement or appraisal form, pay check stubs or computer receipts with name & address

### Less Commonly used:

- ☐ Map – showing location where they are living (may be hand drawn)
- ☐ Migrant card or migrant health card
- ☐ ACP Card (Address Confidentiality Program)  
In this one exception, the PO box listed on this card can be used as proof of address. Do NOT require the client to disclose the true address

Proof of Address is Not Required for Victims in Domestic Violence Shelters – due to safety reasons, we do not want victims in domestic violence shelters or in hiding to provide their address. Complete the no proof box.

**NOT ACCEPTABLE** – bulk printed mail with no name, mail sent to “occupant or resident”, postmarked mail > 30 days old, check book, mail to a PO box with no address, driver's license, car registration, Medicaid or EBT Card